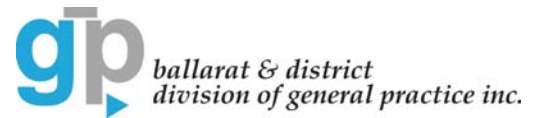




Position Description



Position Title: Brief Intervention and Behaviour Change Facilitator

Team: Risky Drinking Project Team

Reporting Line: Accountable to the Chief Executive Officer
Day to Day reporting to Risky Drinking Project Manager
Responsible for the following positions: NIL

Conditions

Award: Appropriate Award or Enterprise Agreement, depending on qualifications

Classification/Salary Range

Classification will be dependant on qualifications, skills and experience
Superannuation is additional and salary packaging is available

Time Fraction

Full Time (as per employment agreement)

Employment Mode

Fixed Term – 2 years

Delegations

Refer to Delegations Policy

This position description is approved by:

Chief Executive Officer Signature

Date

Employee - I have read, understood and accept the following position description:

Employee's Signature

Date

Organisational Context

Ballarat Community Health aims to ensure the best possible health outcomes for Ballarat and region by working in partnership with the community, promoting health and well being and preventing illness. We strive for this through excellence in service delivery, leadership and responsiveness to the community.

Position Summary

The Ballarat Risky Drinking Project is a joint initiative of the Ballarat and District Division of General Practice (BDDGP) and Ballarat Community Health. It is one of four projects funded by the Department of Health to test effective techniques for engaging adult at risk drinkers leading to a sustained reduction in risky drinking behaviour.

The Project Manager is employed by BDDGP and the Brief Intervention and Behaviour Change (BI & BC) Facilitator will work closely with the Project Manager, and Project Steering committee in the development, implementation and evaluation of the Risky Drinking Project.

A key project deliverable is to identify and demonstrate effective engagement strategies in working with at risk adults. Referrals of individuals identified as potentially at risk will be received from General Practitioners and other health professionals. The BI & BC Facilitator will then work to engage and support those people in understanding their risk, in setting and achieving personal goals, and modifying the risky behaviour. In addition the facilitator will support clients to maintain positive changes over time.

Application of the principles of Self Management will be required, as will skills in health counselling, motivational interviewing and coaching. In addition an understanding of outcome measurement and project evaluation would be useful.

Qualifications

Registered Nurse Div 1, Social Worker or other Allied Health qualification.

Key Tasks and Responsibilities

Service Delivery

- Participate in project planning, delivery and evaluation
- Direct work with clients including assessment, goal setting, education, and coaching
- Data collection
- Work collaboratively with relevant local services to ensure integrated, comprehensive service provision according to identified individual needs
- Develop clinical decision making, health coaching and advocacy roles in working with clients
- Apply self management principles in work with clients as valuable interventions for maintaining health, preventing relapse or decline and promoting self-reliance.
- Facilitate collaboration between Ballarat Community Health, Ballarat and District Division of GP's , Hepburn Health Service and other relevant services
- Outreach services where required

Reporting

- Complete client records, assessments, screens, statistics, logs and reports as required
- Ensure appropriate clinical records are maintained and statistical reports are completed
- Contribute to the development and documentation of project evaluation, including outcome measurement, progress reports

Compliance

- Adhere to all policies and procedures of Ballarat Community Health
- Ensure appropriate clinical records are maintained and statistical reports are completed Health Promotion

- Provide health education and advice in individual consultations and during health promotion activities
- Participate in, develop and deliver health promotion or group programs as required by the Project Manager

Professional Development

- Attend professional development and mentoring sessions and keep up to date with current developments, theories and practices in the field
- Participate in the planning, review and evaluation of the project as required by Project Manager and Steering Committee

Confidentiality

- Ensure that client and staff confidentiality is respected and upheld

Computer - Use of the following packages

- Microsoft Office – Word, Excel, Power Point, Outlook
- SWITCH (in-house training provided)
- QIPPS (in-house training provided)
- Service Coordination Tool Template (in-house training provided)

General

- Attend meetings as required
- Represent and promote Ballarat Community Health and Ballarat and District Division of General Practice appropriately
- Participate in supervision and performance development review
- Establish and maintain a cooperative working relationship with staff
- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures

Quality Improvement & Risk Assessment

- Participate in BCH continuous quality improvement programs and activities
- Assist with the identification and analysis of risks within your department and the organisation

Occupational Health & Safety

- Recognise your responsibility and ensure the health, safety and well-being of yourself, colleagues and clients
- Report near misses and incidents promptly
- Participate in occupational health and safety activities
- Observe any lawful instructions regarding health and safety
- Ability to use a computer within the context of appropriate OH&S regulations
- Ability to drive a motor vehicle if required
- Ability to lift/move training equipment if required

Personal Attributes

- Effective oral and written communication skills
- Commitment to excellence and professional development
- Ability to use initiative to solve problems
- Flexible approach to work duties
- Professional attitude and presentation

Key Selection Criteria

Qualifications & Experience

1. Appropriate tertiary qualifications and current registration where applicable
2. A minimum of 2 plus years post graduate experience
3. A thorough of chronic illness self management principles
4. Demonstrated experience in the development, delivery and evaluation of projects
5. Demonstrated understanding of the alcohol and other drugs field, alcohol related harms and relevant interventions
6. Current Drivers License

Skills & Attributes

1. Effective interpersonal skills
2. Demonstrated client focus in all aspects of service
1. Capacity to work as a member of a team
2. Understanding of outcome measurement and project evaluation
3. Self-reliance and ability to work independently
4. Excellent communication, negotiation, organisational and time management skills
5. Strong computer literacy skills

The successful applicant must obtain a National police records check, satisfactory to the employer.